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# Hope Christian Academy

Hope Christian Academy is recognized by A.C.E., The School of Tomorrow, in Nashville, Tennessee. HCA offers instructional programs for kindergarten through the twelfth grade. Belief in God, Biblical education, and patriotism are integral parts of a student's studies and activities. Our goal at HCA is to maintain academic excellence in a Christ-centered atmosphere.

Hope Christian Academy strives to maintain an educational excellence in an atmosphere conducive to academic and Christian development. In addition, Hope Christian Academy works to develop character and positive attitudes in each of its students.

## 1.0 INTRODUCTION

The objective of the Handbook is to acquaint parents, students, and teachers with the various policies of Hope Christian Academy. The contents of the Handbook will be discussed with prospective students and their parents at the time of the interview for admission to HCA. This is to answer any questions concerning the general school policy, purpose, and philosophy of a Christian education, manner of discipline, standards, and other matters of interest to parents and their children.

The Handbook is a method of coordinating the efforts of parents, teachers, and students. It does not attempt to spell out the rules for every occasion. Common sense, good judgment, and principles from God's Word are relied upon for most decisions. These policies are intended to provide for an orderly relationship among the parents, students, and the school.

The administration may change the Handbook at any time it deems necessary. Handouts during a given year will update said changes, until they may be printed in a newly revised handbook.

## 2.0 STATEMENT OF FAITH

We believe that the Bible is the inspired, infallible Word of God, serving as the authoritative guide for all aspects of faith and practice.

We believe in one God, eternally existing in three persons: God the Father, God the Son, and God the Holy Spirit, each co-equal and co-eternal.

We believe that salvation is a gift of God's grace, received through faith in the person and work of Jesus Christ, whose sacrificial death and resurrection provide the only means of reconciliation with God.

We believe in the importance of baptism by immersion as an outward sign of the believer's identification with the death, burial, and resurrection of Jesus Christ.

We believe in the sanctity of human life created in the image of God, recognizing the inherent dignity and value of every person .

We believe in the biblical design of the family as the foundational institution of society, emphasizing the importance of nurturing and strengthening relationships within the family unit.

We believe in the mandate to spread the gospel, engaging in evangelism and mission work to reach the lost and make disciples of all nations.

We affirm the Baptist Faith and message - <https://bfm.sbc.net/bfm2000/>

## 3.0 MISSION STATEMENT

At Hope Christian Academy, our mission is to provide a Christ-centered education that nurtures spiritual, academic, and personal growth in a safe and supportive environment. We are committed to equipping students with a strong foundation in Biblical truth while fostering academic excellence, character development, and a heart for service. Through a partnership with families, our goal is to empower students to become compassionate, responsible, and confident individuals who will impact their communities and the world for Christ.

## 4.0 HCA OPERATING POLICY AND PROCEDURES

### 4.1 HCA HOURS

Grades K5–12 8:00 am-3:30 pm Tuesday - Friday (Mondays as indicated on calendar).

Students will be received between 7:50 and 8:00 am. Dismissal will be at 3:30 pm. Parents will be expected to pick up their students no later than 3:45 pm.

Late arrivals will be counted as tardy. HCA realizes that circumstances happen and there may be a time that your student may arrive late; however, chronic tardiness creates an atmosphere that discourages commitment and responsibility. This can be transmitted throughout the school and cannot be tolerated.

Early dismissals are also problematic. Early dismissals disrupt the attention of the other students and discourages students from continuing to work until dismissal time. HCA understands there will be times that students will need to be released early; however, the school asks that these times be kept to a minimum for the benefit of all students.

If possible, HCA requests that all appointments be scheduled on Mondays or during school breaks. This will prevent students from missing valuable school time.

## 4.2 BAD WEATHER DAYS

At the discretion of the principal, the school will be closed because of inclement weather. Usually, but not always, if local public schools are closed for bad weather, HCA will be closed as well.

## 4.3 COMMITMENT

### 4.3.1 Student Contract

All students will sign a **Student Commitment Form** each year. The student agrees to comply with the expectations for attendance, conduct, and schoolwork set forth by HCA.

### 4.3.2 Parent Contract

Parents will sign a **Parent Commitment Form** each year agreeing to support their student in the expectations set forth by HCA. Parents will acknowledge that they have received and read the Handbook and agree to follow the guidelines described in the Handbook.

In addition, all parents are expected to attend parent orientation at the first of each year. All parents agree to participate in activities that undergird HCA, such as financial support, fundraising, volunteer labor, parent/teacher conferences, and, if needed, supervision of field trips and extracurricular activities.

## 4.4 DISMISSAL FOR EXTRACURRICULAR ACTIVITIES

Students may not be excused during school hours without special permission.

## 4.5 EMERGENCIES, ILLNESS, AND MEDICATION

### 4.5.1 Emergencies

A parent who needs to reach their student due to an emergency should contact the Mrs. Krumsiek at (918) 698-2282, Mr. Krumsiek at (918) 698-2321, or Mrs. Brallier at (918) 600-8889.

In case of an accident at school, every attempt will be made to reach the parents as quickly as possible.

### 4.5.2 Illness and Injuries

- If a student becomes ill, the parents will be contacted, and the child will be sent home.
- Students will only be excused from participating in physical education with a doctor's permit or a written note from the parent.

- Students in attendance at Hope Christian Academy will assume any and all responsibility for injuries received at school or at any school function or event.

#### 4.5.3 Medication

If a student must take a prescription medication during school hours, written authorization from the parent and/or physician must be provided and will be kept on file at the school. Medications are to be delivered to and will be kept in a secure place at the school. Prescriptions must be sent to school in their original container and may be administered only to the student named thereon and according to the directions. This authorization must be renewed each school year.

### 4.6 ENROLLMENT

HCA is committed to a plan of controlled, yet continuous, enrollment of new students. Information will be provided to all interested parents. Application forms will be provided upon request, accompanied by a copy of the Handbook. For parents to apply for admission for their children, a non-refundable application fee of \$35.00 must accompany each child's application.

Upon receipt of a completed application, an interview with the parents and children will be arranged. The principal will discuss with the parents and each prospective student the purposes and standards of HCA. Parents and prospective students will be given adequate time to have their questions about HCA answered. In turn, the parents will be asked about their religious beliefs and experiences, their educational goals for their children, and whether or not they are willing to adhere to the policies and standards set forth in the Handbook. If after prayer and seeking God by all parties an agreement is reached that HCA is in the will of God for the education of your child, he or she will be accepted into the student body. The parents will sign a form releasing the permanent records of the prospective student. An appointment for student testing will be arranged. If available, space in HCA will be reserved for the student. If space is not available, the student will be assigned a position on the waiting list based on (1) the date that his completed application was received, and (2) the date that his interview process was completed. Parents will be invited to enroll their children as openings occur according to the chronological waiting list. The results of standardized testing and consultation among the parents, teachers, and the principal will determine the final grade placement.

### 4.7 GRIEVANCES

If a parent becomes dissatisfied with HCA in any respect, they should first seek to resolve the matter with the person or persons involved rather than spreading criticism or maintaining a negative attitude. The faculty and staff of HCA act as the parents' representatives to their children; therefore, they are the parents' authority in the parents' absence. To protect and strengthen this relationship, parents are encouraged to maintain

objectivity when they or their children have a grievance against a member of the faculty or staff or the policies of HCA.

## 4.8 LUNCHES

No lunches are provided on a regular basis at or by HCA. Each student is responsible for bringing their lunch daily. Microwaves, air fryers, and a refrigerator will be available for use by the student.

## 4.9 NONDISCRIMINATION

Hope Christian Academy adheres to federal antidiscrimination laws under Title VI of the Civil Rights Act of 1964 (**42 U.S.C. § 2000d – Title VI of the Civil Rights Act of 1964**) which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

Hope Christian Academy does not discriminate in admission, access, treatment or employment on the basis of race, color, national origin, sex, age, disability, or any other characteristic protected by law. Our school maintains policies and practices that ensure nondiscrimination and equal opportunity for all students, parents, staff, and applicants.

## 4.10 RECORD RELEASE POLICY

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month for grades K-3 through 8, and through the end of the semester for grades 9 through 12. The School reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Parent Commitment Form, you are authorizing the School to withhold report cards and other records until tuition and other fees have been paid in full.

## 4.11 REPORT CARDS AND CONFERENCES

Report cards will be sent out at the end of each nine-week period. Conferences will be scheduled during the first and third quarter to evaluate where the student stands academically and to discuss any other concerns. Other conferences may be scheduled in response to a request made by a parent or as staff finds necessary.

## 4.12 SCHOOL CALENDAR

A school calendar will be provided to each student before the beginning of the school year, or upon enrollment. This calendar will be essentially the same as that of the local public school system. HCA's grading system is every quarter.

## 4.13 STAFF

In accordance with state standards, Hope Christian Academy ensures that all instructional staff employed or contracted by the school meet at least one of the following criteria:

- Hold a **baccalaureate or higher degree** from an accredited institution,  
**OR**
- Have a **minimum of three (3) years of teaching experience** in public instruction in the subject(s) taught.

Hope Christian Academy hiring policy states that staff employed as a teacher by the school must meet one of the above listed qualifications.

## 5.0 STUDENT CONCERNs

### 5.1 ABSENTEE POLICY

If your child is not at school, they will be counted as absent. If your child completes their work at home that day, it will help the student to get a complete grade at the end of the year.

- Any student having more than **6 unexcused absences in a semester** will not be eligible for end-of-the-year trophies or awards.
- HCA will evaluate any situation where a student has **9 or more absences (excused or unexcused) in a semester**. Once an evaluation is completed, HCA may consider that student for immediate dismissal from the school, either temporarily or permanently; and/or the student may be required to repeat all PACES's completed during the semester in which the absences occurred

### 5.2 CONDUCT

Students of HCA are expected to refrain from engaging in/or talking about:

- Cheating
- Swearing
- Tobacco use
- Drinking alcoholic beverages
- Using narcotics

Any student who participates in or talks about such activities is subject to **immediate suspension**. Hope Christian Academy students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy, kindness, clean language, morality, and trustworthiness. Each student must sign the

Student Commitment Form agreeing to strive toward unquestionable character in the areas of conduct, speech, modesty, and attitude. These standards are to be upheld at all times, in and out of school. Any student observing questionable activities or overhearing conversations that are contrary to the policies of HCA should immediately discuss the matter with the school administration (principal or lead teachers). This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." Scripture states in James 4:17, "... to him that knows to do good and does it not, to him it is sin." Each student and parent must understand that enrollment at Hope Christian Academy is a privilege. Therefore, at any time a student is subject to suspension, expulsion, or non-reenrollment based on the student's behavior and/or academic performance.

### 5.2.1 General Conduct

- ALL students should keep their hands off other students. The 6" rule is the standard.
- Guns, matches, and lighters are not permitted on campus.
- Students are not to be in the Learning Center or any off-limits areas without staff.
- The church's instruments and equipment are off limits unless permission has been given by the staff for a student to use the instruments or equipment.
- Other than PE, running in the building will not be permitted.
- No rough play will be permitted in the building or on the property at any time.
- No student should be lying on the floor or tables. Students should sit on chairs unless otherwise instructed by staff.
- Students are not under the responsible care of the staff before 8:00 am or after 3:15 pm.
- The communication envelope, homework, and detention slips are used for effective parent staff relations. The correspondence should be signed, indicating that the parent received the correspondence. Parents may include any notes to the staff or office and school payments when returning the envelope to the school.

### 5.2.2 Dress Code

General Guidelines:

- Clothing should be modest and appropriate for a school setting.
- No clothing with offensive language, graphics, or images.
- Students must have shoes suitable for physical activity. Students may keep a pair of shoes at the school for such occasions.

### 5.2.3 Discipline

God's Word, the Bible, is HCA's authority for determining right from wrong and distinguishing virtue from vice. HCA has adopted a pattern of discipline that is

outlined in the Bible, believing that effective discipline of children is both formative and corrective. HCA will endeavor to form the character of a child by surrounding that child with an environment of unconditional love and letting them know that they are accepted by HCA as a person with dignity and worth, since God has created them to bear His image and likeness. To form the character of a child in a way that pleases God, parents and teachers must be alert and ready to commend good behavior and to correct bad behavior. Some aspects of discipline are to be practiced constantly in a formative way. The following sequence will be used in the process of correction.

1. Instruction

We will teach our students what is expected of them, both morally and academically. This begins on the first day and continues throughout the school year.

2. Commendation

We will praise and enforce good behavior and any sign of progress. We will endeavor to identify the student's positive characteristics to build his confidence.

3. Reproof

When a student fails to fulfill a responsibility, misbehaves, or breaks a rule, we will Biblically identify the offense and its consequences. We will attempt to determine if the child understands what is expected of them.

4. Correction

To correct habitual or rebellious behavior, the teacher will take action in keeping with the offense that will best lead the child to repentance:

- a. Parent-teacher consultation
- b. Apply the Word of God to specific offenses
- c. Restitution (in cases involving property that can be restored or replaced)

5. Confession and Forgiveness

Through prayer and love, the child will be brought to accept full responsibility for his actions by confessing to and seeking forgiveness from anyone whom he has offended or injured.

6. Response and Forgiveness

The teacher leads anyone offended to express forgiveness and acceptance. The teacher also expresses appropriate forgiveness, affection, acceptance, and affirmation.

Disciplinary action is to be handled with discretion on the part of all concerned. Principles of Matthew 18:15-17 (and other passages dealing with corrective discipline) are to be followed with great care so that no person's reputation be spoiled with careless talk.

An exception granted for one, does not constitute policy for everyone, but is given only to that individual or individuals for that particular offense at that particular time.

Additionally, it is the desire of the staff, faculty, and administration of Hope Christian Academy to have each student travel in the direction that God would lead them. It is encouraged that all students attend church every week. Also, we strongly recommend that our students become actively involved in the youth ministries of their church.

Hope Christian Academy expects full cooperation from both students and parents in the educational process. If at any time HCA feels that this cooperation is lacking, the student may be requested to transfer out. Enrollment at Hope Christian Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect every student to abide by the spirit of the law, as well as abiding by any written rules. A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time, a student manifests a detrimental influence or spirit of controversy at HCA or displays a spirit contrary to the purpose and principles for which HCA stands, they are subject to expulsion.

The strategy for discipline is the demerit system, which is designed to give students and parents another objective picture of the student's general attitude and behavior.

Complaining will not be tolerated! If your child does come home complaining about a policy, rule, or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.  
Realize that all children report from an emotional bias and usually do not include all of the information. Understand that HCA has reasons for every rule, that the rules are enforced without partiality or favor, and when there is no longer a need for a certain rule, that rule will cease to exist.
- Fully support the administration (principal and/or lead teachers), and PLEASE contact the school administration for all the facts. Mrs. Krumsiek at (918) 698-2282, Mr. Krumsiek at (918) 698-2321, or Mrs. Brallier at (918) 600-8889.

#### *5.2.3.1 Demerits/Detention*

The paramount rule is "Do Right!" Demerits are earned for disturbances or broken rules. Three or more demerits in one day result in detention which will take place during the latter part of the lunch break the following day. Students serve detentions by sitting in their office quietly, writing sentences, or completing an assignment prescribed by the supervisor or principal. Demerits earned after 2:30 pm are recorded for the next day.

When a student earns a detention, a “Detention Slip” will be sent home with the student. It is to be signed by the parent and returned the following morning. If the “Detention Slip” is not signed and returned, it is an automatic 2 demerits the next day. If a student “forgets” to serve their detention, the detention will be doubled for the next day. The detention limit for one week is two hours. If this limit is exceeded, the matter will be brought to the attention of the principal, which in turn will confer with the student and parents. The student is placed on probation. If the principal believes that the situation has not changed within two weeks, the parents may be asked to withdraw the child from Hope Christian Academy.

Most common infractions include, but are not limited to:

#### 1 Demerit

- Out of seat without permission
- Sitting at a scoring table
- Throwing objects
- Littering/leaving trash (not cleaning up after yourself)
- Eating without permission
- 6-inch rule violation
- In an unsupervised or off-limits area without permission
- Defacing school property, school materials, or other students' property
- Turning around at the office
- Talking at the testing table
- Unauthorized communication in the Learning Center
- Griping
- Speaking unkindly to others
- Name calling
- Not working on prescribed work
- Failure to follow written or oral instructions
- Working a Checkup or Self-Test without a Supervisor's Initials

#### 3 Demerits (Automatic Detention)

- Inappropriate language including euphemisms – staff discretion
- Using a telephone or electronics without permission
- Giving another student PACE answers
- Cheating
- Looking back at the PACE during Checkup or Self Test
- Direct disobedience to a staff member

- “Back talking” to a staff member
- Any act or gesture of disrespect to a staff member, parent, other student, or visitor
- Lying
- Fighting or provoking another to fight
- Bad language
- Stealing
- Note writing, passing, and/or receiving
- More than one day’s goals not scored, corrected, and/or re-scored

#### *5.2.3.2 Suspension Policy*

- The following behavior will receive an automatic one to three day out-of-school suspension: Breaking into, vandalizing, or damaging the campus or property on campus (students or their parents are required to pay for repairs).
- Bringing or threatening to bring weapons to school, such as martial arts paraphernalia, firearms, or fireworks.
- Possession of pornographic, lewd, immodest, or inappropriate material on campus (digital or physical).
- Possession or use of an alcoholic beverage on or off campus.
- Possession or use of tobacco products.
- Any physical contact with the opposite sex that HCA deems inappropriate.
- Second offense in using bad language.
- Continual disrespect and/or disobedience to any staff member.
- Forging of parent or staff signature or initials.
- Bullying

#### *5.2.3.3 Expulsion Policy*

The following behavior will result in expulsion:

- Bringing a gun to school.
- Acts of immorality or immodesty, on or off campus.
- Possession or use of drugs, on or off campus.
- Striking a teacher or staff member.
- Arrest or involvement in crimes other than minor traffic tickets.

## 5.3 ELECTRONICS

### 5.3.1 Computer and Internet Access

Hope Christian Academy utilizes the technology available in today's world through the use of computers. With the ever-increasing amount of unwholesome content on the Internet, students will not be allowed Internet access without permission and/or supervision. The staff will be the final judge as to whether a website is appropriate for viewing by a student. As a general rule, any website that contains, promotes, or discusses immoral actions, inappropriate language, or anything that is against Christian values will be considered inappropriate for viewing.

### 5.3.2 Phone/Electronics

Use of cell phones or electronics is not permitted on the school premises; however, HCA may grant permission to individual students to use cell phones or electronic devices to listen to music or access a reading assistant program. Students will be required to place all cell phones in the designated docking station for the day. Students will not be allowed to check their phones during the day. If a parent needs to contact a student for any reason, that parent may contact the principal or lead teacher. If a student needs to use their cell phone, special permission will be required. In most cases, cell phones will not be allowed at school.

## 5.4 AUTOMOBILE GUIDELINE

- Students must stay out of and off vehicles from arrival time until departure.
- Only licensed drivers are permitted to drive automobiles to HCA.
- Parked cars and parking lots are off limits.
- Students may not leave HCA grounds during school hours without permission.
- Students must have written permission from their parents to go home with another student. If an emergency arises during the day in which the parent needs their child to go home with someone else, the parent should contact the school office to let the staff know.
- Students may not leave the campus to get a forgotten lunch. A parent will be notified and may make arrangements for lunch.
- If students are speeding or driving recklessly on school property, they may not be allowed to drive to school.

# 6.0 FINANCIAL POLICY

## 6.1 EXPLANATION OF FEES

### 6.1.1 Application Fee

At the time the enrollment application is submitted to HCA, a non-refundable application fee of \$35.00 must accompany each application. This fee will be used to fund scholastic testing and set up academic projections.

### 6.1.2 Graduation Fees

- I. Cap & Gown
  - A. Ordered by school
  - B. Cost- TBD
- II. Invitations
  - A. Ordered by parents
- III. Programs
  - A. Ordered by school
  - B. Cost- TBD
- IV. Reception
  - A. Parental involvement with staff assistance
  - B. Cost- variable; paid by the graduate's family
- V. Diploma
  - A. Ordered by school
  - B. Cost- TBD

### 6.1.3 Paces

At the end of the school year any unused PACEs may be returned to the parents upon request. PACEs not claimed by the last day of school will become the property of Hope Christian Academy. Any PACEs that are the property of HCA remain so until they are issued to a student.

### 6.1.4 Re-enrollment Fee

At the beginning of each academic year, there will be a \$25.00 re-enrollment fee per student (\$35.00 if not paid by August 1st). This is a non-refundable fee that covers the maintenance and upkeep of the school's score keys and general operations.

### 6.1.5 Tests-PSAT/NMST; SAT; CAT; ACT

Certain tests require fees and such fees will be the responsibility of parents.

### 6.1.6 Tuition Fees

A schedule describing total tuition and fees will be provided to parents before acceptance of students into Hope Christian Academy.

## 6.2 LATE PAYMENTS

- A late fee of \$25.00 will be charged for any tuition not received by the 5<sup>th</sup> of the month.
- Any account not paid by the 30th will result in immediate dismissal of your child from Hope Christian Academy.
- All records (report cards & records for transfer and graduation) will not be released until any past due amounts have been paid.

## 6.3 PAYMENT SCHEDULE

Tuition may be paid in full or on a payment schedule. If need be, tuition may be paid in nine equal payments and will be due on the first of each month. The first payment will be due on or before **September 1<sup>st</sup>** of the current school year and the last payment will be due on or before May 1<sup>st</sup>.

Other fees for sports, awards, conventions, etc. will be charged as necessary.

## 6.4 REFUNDS

Any money paid to Hope Christian Academy through tuition, donations, or fundraisers is HCAs. HCA has no duty or obligation to return any of said money at any time for any reason, and the money can be used in any manner the administration deems necessary.

Early withdrawal or expulsion does not constitute the need for any type of refund, partial or total. Also, parents are still obligated to pay the remainder of the year's tuition.

An exception granted to one does not constitute policy for anyone else, but only applies to that individual at that time and that circumstance.

## 6.5 SCHOLARSHIPS/DISCOUNTS

Scholarships and or discounts may be applied for and will be granted when funds are available and when the student meets all qualifications.

## 6.6 STUDENT CONVENTIONS

Students thirteen years of age and older can participate in the State and International Student Conventions sponsored by A.C.E., The School of Tomorrow. This requires an added financial and time commitment of these students and their parents. Each year the school administration will decide if HCA will attend the convention that year.

# 7.0 COURSE OF STUDIES

## 7.1 GENERAL COURSE OF STUDY

1. Bible (2 credits)
  - a. New Testament Survey (Required)
  - b. Old Testament Survey
  - c. Life of Christ
  - d. New Testament Church History
2. English (4 credits)
  - a. English I
  - b. English II
  - c. English III
  - d. English IV
3. Math (3 credits)
  - a. Business Math
  - b. Algebra I
  - c. Geometry
4. Social Studies (4 1/2 credits)
  - a. World Geography
  - b. World History
  - c. American History
  - d. Civics
  - e. Economics
  - f. Oklahoma History (Required – 1/2 credit)
5. Science (2 credits) – Labs Required
  - a. Biology
  - b. Physical Science Courses
  - c. Creation vs. Evolution
6. Etymology (1 credit)
7. Computer Literacy (1 credit)
8. Speech (1/2 credit)
9. Music (1/2 credit)
10. Health (1/2 credit)
11. Personal Finance (1/2 credit)
12. Physical Education (2 credits)
13. ELECTIVES (3 credits)

MINIMUM TOTAL CREDITS FOR GENERAL COURSE OF STUDY: 24.5

## 7.2 HONORS COURSE OF STUDY

1. Bible (2 credits)
  - a. New Testament Survey (Required)
  - b. Old Testament Survey
  - c. Life of Christ
  - d. New Testament Church History
2. English (4 credits)
  - a. English I
  - b. English II
  - c. English III
  - d. English IV
3. Math (3 credits)
  - a. Algebra I
  - b. Algebra II
  - c. Geometry
  - d. College Math
4. Social Studies (4 1/2 credits)
  - a. World Geography
  - b. World History
  - c. American History
  - d. Civics
  - e. Economics
  - f. Oklahoma History (Required – 1/2 credit)
5. Science (3 credits) – Labs Required
  - a. Biology
  - b. Physical Science
  - c. Chemistry
  - d. Physics
  - e. Creation vs. Evolution
6. Etymology (1 credit)
7. Computer Literacy (1 credit)
8. Speech (1/2 credit)
9. Music (1/2 credit)
10. Health (1/2 credit)
11. Personal Finance (1/2 credit)
12. Foreign Language (2 credits)
13. Physical Education (2 credits)
14. Electives (as needed)

MINIMUM TOTAL CREDITS FOR HONORS COURSE OF STUDY: 24.5

## 7.3 COLLEGE PREPARATORY COURSE OF STUDY

1. Bible (2 credits)
  - a. New Testament Survey (Required)
  - b. Old Testament Survey
  - c. Life of Christ
  - d. New Testament Church History
2. English (4 credits)
  - a. English I
  - b. English II
  - c. English III
  - d. English IV
3. Math (3 credits)
  - a. Algebra I
  - b. Geometry
  - c. Algebra II
  - d. Trigonometry (1/2 credit)
  - e. Pre-Calculus (1/2 credit)
4. Social Studies (4 1/2 credits)
  - a. World Geography
  - b. World History
  - c. American History
  - d. Civics
  - e. Economics
  - f. Oklahoma History (Required – 1/2 credit)
5. Science (3 credits) – Labs Required
  - a. Biology
  - b. Physical Science
  - c. Chemistry
  - d. Physics
6. Etymology (1 credit)
7. Computer Literacy (1 credit)
8. Speech (1/2 credit)
9. Music (1/2 credit)
10. Health (1/2 credit)
11. Personal Finance (1/2 credit)
12. Foreign Language (2 credits)
13. Physical Education (2 credits)
14. Electives (1 1/2 credits)

MINIMUM TOTAL CREDITS FOR COLLEGE PREPARATORY COURSE OF STUDY: 26

## 7.4 VOCATIONAL COURSE OF STUDY

1. Bible (2 credits) - Minimum of 48 PACEs as Diagnosed
  - a. New Testament Survey (Required)
  - b. Life of Christ
2. English (4 credits) – Minimum of 48 PACEs as Diagnosed
3. Math (4 credits) - Minimum of 48 PACEs as Diagnosed / Add Business Math if Needed
4. Social Studies (4 ½ credits) - Minimum of 48 PACEs as Diagnosed
  - a. World Geography
  - b. World History
  - c. American History
  - d. Civics
  - e. Economics
  - f. Oklahoma History (Required – ½ credit)
5. Science (2 to 4 credits) - Minimum of 48 PACEs as Diagnosed
6. Word Building or Etymology (1 to 4 credits) -Based on Diagnostics
7. Computer Literacy (1 credit)
8. Health (1/2 credit)
9. Physical Education (2 credits)
10. Electives as Needed (3 credits)

MINIMUM TOTAL CREDITS FOR VOCATIONAL COURSE OF STUDY: 24

Students must complete at least through PACE 1096 in every subject.

## 8.0 AWARDS and RECOGNITION

HCA students work very hard throughout the year and HCA would like to encourage and acknowledge such hard work. Below is a list of some of the awards students may work toward.

### 8.1 ACADEMIC AWARDS

These awards are given to students who have excelled overall academically.

1. Valedictorian – Awarded to the highest GPA. Awarded to one student in each of the following: elementary grades 1-4, middle school grades 5-8, and high school grades 9-12.
2. Most Improved Student – Awarded to the student who made significant academic progress compared to the previous year.
3. Honors – Awarded to any student who completed 60 PACEs with a GPA of 94% or higher.

4. A Honor Roll – Awarded to any student who completed 54 PACEs with a GPA of 94% or higher.
5. B Honor Roll – Awarded to any student who completed 54 PACEs with a GPA of 80% or higher.
6. Honorable Mention – Principal discretion. Must have a GPA of 90% or higher.
7. Scholar’s Award – Awarded to the student who read the most books for the school year.
8. Literacy Award – Awarded to any student who met the challenge to read one book per quarter for a total of 4 books per school year.
9. True Grit Award – Awarded to those students who made significant improvement in a particular subject area compared to the previous year.

## 8.2 MILESTONE AWARDS

Milestone awards are given to students who have accomplished certain milestones. The student will only be awarded a particular milestone once; however, the student may work toward any number of milestone awards during a year or throughout their academic career. Each year the students will be given a list of milestones they may work toward. The milestones will be in the following categories:

1. Bible Literacy Milestones
2. Mathematic Milestones
3. Language Arts Milestones
4. Social Studies Milestone
5. Science Milestones

## 8.3 HCA SPIRIT AWARDS (Heart and Soul)

Scripture says in Proverbs 20:11, *Even a child is known by his actions, by whether his conduct is pure and right.* Heart and Soul awards are given to students who exhibit character in the following categories:

1. Honor  
*Give preference to one another. Romans 12:10*
2. Obedience  
*Obey...for this is right. Ephesians 6:1*
3. Diligence  
*Whatever your task, work at it heartily. Colossians 3:23*

4. Wisdom  
*Who among you is wise? Let him show by his good behavior. James 3:13*
5. Kindness  
*Be kind, tenderhearted, and forgiving. Ephesians 4:32*
6. Self-Control  
*Be quick to hear, slow to speak, and slow to anger. James 1:19*
7. Orderliness  
*Let things be done decently and in order. 1 Corinthians 14:40*
8. Service  
*Serve one another in love. Galatians 5:13*
9. Attentiveness  
*Hear and increase in learning. Proverbs 1:5*
10. Cooperation  
*Look beyond your own interests and consider others. Philippians 2:4*
11. Initiative  
*Be doers of the Word, and not hearers only. James 1:22*
12. Honesty  
*Delight the Lord with truthful ways. Proverbs 12:33*
13. Forgiveness  
*Do not pay back wrong for wrong. 1 Thessalonians 5:15*
14. Responsibility  
*Each of us will give an account of himself. Romans 14:12*

## 8.4 ENDURANCE AWARDS

These awards are given to students who have excelled or shown great effort in specific areas.

1. The Timothy Award – Awarded to students who performed physical activities well and with a positive attitude.
2. The Indy Award – Awarded to those students who completed all 12 PACEs in the core subjects of Math, English, Word Building, Social Studies, and Science.
3. The Daytona Award – Awarded to the student who completed the greatest number of PACEs for the school year.
4. The Felix Award – Awarded to students who completed their PACEs neatly and orderly.
5. Trailblazer Award – Awarded to the student who showed the most independence in accomplishing their schoolwork.

6. Readmaster Award – Awarded to students who completed 125 days of work on Readmaster.
7. Typemaster – Awarded to students who completed 125 days of work on Typemaster.
8. Math Builder Award – Awarded to students who completed 125 day of work on Math Builder.